



STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION

**REQUEST FOR PROPOSALS # 31701-03075
AMENDMENT # 1
FOR NEXT GENERATION IT ASSESSMENT**

DATE: November 19, 2012

RFP # 31701-03075 IS AMENDED AS FOLLOWS:

1. This RFP Schedule of Events updates and confirms scheduled RFP dates.

EVENT	TIME	DATE	UPDATED / CONFIRMED
1 State Issues RFP		November 1, 2012	Confirmed
2 Disability Accommodation Request Deadline	2:00 p.m.	November 6, 2012	Confirmed
3 Pre-proposal Conference	2:00 p.m.	November 7, 2012	Confirmed
4 Notice of Intent to Propose Deadline	2:00 p.m.	November 8, 2012	Confirmed
5 Written Comments Deadline	2:00 p.m.	November 14, 2012	Confirmed
6 State Responds to Written Comments Submitted Regarding Reference Questions		November 19, 2012	Updated
7 State Responds to Remaining Written Comments		November 27, 2012	Confirmed
8 Proposal Deadline	2:00 p.m.	December 4, 2012	Confirmed
9 State Completes Technical Proposal Evaluations		December 18, 2012	Confirmed
10 State Opens Cost Proposals & Calculates Scores	2:00 p.m.	December 19, 2012	Confirmed
11 State Issues Evaluation Notice & Opens RFP Files for Public Inspection	2:00 p.m.	December 21, 2012	Confirmed
12 Contract Signing		January 8, 2013	Confirmed
13 Contract Signature Deadline	2:00 p.m.	January 15, 2013	Confirmed
14 Contract Start Date		January 22, 2013	Confirmed

2. State responses to questions and comments in the table below amend and clarify this RFP.

Any restatement of RFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFP document.

QUESTION / COMMENT	STATE RESPONSE
<p>1 Section A-Mandatory Requirement Items-A.6., RFP Page Number 20</p> <p>Please clarify if the vendor can propose the following reference from a private sector/commercial client.</p> <p><i>A.6. – References: Provide evidence, in the form of the name of the entity and information regarding the scope of the assessment and high level results, where the Proposer has provided an IT assessment of similar scope and size (for a large agency with at least 100 IT employees) resulting in the implementation of sustainable change at a city, county or state government entity.</i></p>	<p>The State has revised RFP Attachment 6.2., Section A – Mandatory Requirement, Item A.6. See Section #3 below for the revision.</p>
<p>2 Section B-General Qualifications & Experience Items-B.17., RFP Page Number 23</p> <p>We intend to address this opportunity by subcontracting with certified minority businesses. Please clarify if the references can be from a combination of prime contractor and sub-contractor references (e.g., minority firm):</p> <p><i>B.17. Provide customer references from individuals for projects similar to the services sought under this RFP and which represent:</i></p> <p><i>Two (2) of the larger accounts currently serviced by the Proposer, and three (3) completed projects</i></p>	<p>The State has Revised RFP Attachment 6.2., Section B - General Qualifications & Experience, Item B.17. See Section #4 below for the revision.</p>
<p>3 Section A.6 states:</p> <p>Provide evidence, in the form of the name of the entity and information regarding the scope of the assessment and high level results, where the Proposer has provided an IT assessment of similar scope and size (for a large agency with at least 100 IT employees) resulting in the implementation of sustainable change at a city, county or state government entity. The entity provided as evidence should also serve as one of the Proposer's customer references as required in RFP Attachment 6.2, Section B, Item B.17</p> <p>Section B.17 states:</p> <p>Provide customer references from individuals (who are <u>not</u> current or former officials or staff of the State of Tennessee) for projects similar</p>	<p>The State has Revised RFP Attachment 6.2., Section B - General Qualifications & Experience, Item B.17. See Section #4 below for the revision.</p>

QUESTION / COMMENT		STATE RESPONSE
to the services sought under this RFP and which represent: Given the two highlighted sections, are offerors to assume that references for assessments that have been performed for the State of Tennessee cannot be used?		
4	<p>RFP request references from</p> <ul style="list-style-type: none"> ✓ two (2) of the larger accounts currently serviced by the Proposer, and ✓ three (3) completed projects. <p>If we provide two References of Large Accounts, where vendor has done 3 projects, would that be fine or do we need to provide 5 separate references</p>	<p>Yes, references from two (2) larger accounts currently serviced and three (3) projects completed under either of the two (2) larger accounts (for a total of five references) is acceptable.</p> <p>The State has Revised RFP Attachment 6.2., Section B - General Qualifications & Experience, Item B.17. See Section #4 below for the revision.</p>
5	Section 6.2 item A.6 – Will the state please consider references from private entities in addition to public city, county or state governments?	See the State's Response to Item #1 above.

3. Delete RFP Attachment 6.2., Section A – Mandatory Requirements, Item A.6. in its entirety and insert the following in its place (any sentence or paragraph comprised by revised or new text is highlighted in yellow):

Proposal Page # (Proposer completes)	Item Ref.	Section A— Mandatory Requirement Items	Pass/Fail
	A.6.	Provide evidence, in the form of the name of the entity and information regarding the scope of the assessment and high level results, where the Proposer has provided an IT assessment of similar scope and size (for a large government agency with at least 100 IT employees or a private-sector company with at least 100 IT employees) resulting in the implementation of sustainable change at a city, county or state government entity or a private-sector company. The entity provided as evidence should also serve as one of the Proposer's customer references as required in RFP Attachment 6.2, Section B, Item B.17.	

4. Delete RFP Attachment 6.2., Section B – General Qualifications & Experiences, Item B.17. in its entirety and insert the following in its place (any sentence or paragraph comprised by revised or new text is highlighted in yellow):

Proposal Page # (Proposer complete s)	Item Ref.	Section B— General Qualifications & Experience Items
	B.17.	Provide customer references from individuals (who are not current or former officials or staff of the State of Tennessee – with the exception of the entity name that may be supplied in

Proposal Page # (Proposer complete s)	Item Ref.	Section B— General Qualifications & Experience Items
		<p>response to RFP Attachment 6.2., Section A – Mandatory Requirement, Item A.6) for projects similar to the services sought under this RFP and which represent:</p> <ul style="list-style-type: none"> ▪ two (2) of the larger accounts currently serviced by the Proposer, <u>and</u> ▪ three (3) completed projects. It is acceptable to submit three (3) completed projects that were fulfilled under the two (2) larger accounts currently being serviced by the Proposer. <p>NOTE: A combination of Proposer / sub-contractor customer references can be submitted provided:</p> <ul style="list-style-type: none"> • the sub-contractor reference is for the sub-contractor identified by the Proposer in Item B.14. above. • the references submitted for the Proposer and / or sub-contractor is for the Proposer and / or subcontractor who will be present and providing at least 70% of the services required in the <i>pro forma</i> contract's Scope of Services. <p>All references must be provided in the form of standard reference questionnaires that have been fully completed by the individual providing the reference as required. The standard reference questionnaire, which <u>must</u> be used and completed as required, is detailed at RFP Attachment 6.4. References that are not completed as required will be considered non-responsive and will not be considered.</p> <p>The Proposer will be <u>solely</u> responsible for obtaining the fully completed reference questionnaires, and for including them within the Proposer's sealed Technical Proposal. In order to obtain and submit the completed reference questionnaires, as required, follow the process detailed below.</p> <ol style="list-style-type: none"> (a) "Customize" the standard reference questionnaire at RFP Attachment 6.4. by adding the subject Proposer's name, and make exact duplicates for completion by references. (b) Send the customized reference questionnaires to each individual chosen to provide a reference along with a new standard #10 envelope. (c) Instruct the person that will provide a reference for the Proposer to: <ol style="list-style-type: none"> (i) complete the reference questionnaire (on the form provided or prepared, completed, and printed using an exact duplicate of the document); (ii) sign <u>and</u> date the completed, reference questionnaire; (iii) seal the completed, signed, and dated, reference questionnaire within the envelope provided; (iv) sign his or her name in ink across the sealed portion of the envelope; and (v) return the sealed envelope containing the completed reference questionnaire directly to the Proposer (the Proposer may wish to give each reference a deadline, such that the Proposer will be able to collect all required references in time to include them within the sealed Technical Proposal). (d) <u>Do NOT open the sealed references upon receipt.</u> (e) Enclose all <u>sealed</u> reference envelopes within a larger, labeled envelope for inclusion in the Technical Proposal as required. <p>NOTES:</p> <ul style="list-style-type: none"> ▪ The State will not accept late references or references submitted by any means other than that which is described above, and each reference questionnaire submitted must be completed as required. ▪ The State will not review more than the number of required references indicated above. ▪ While the State will base its reference check on the contents of the sealed reference envelopes included in the Technical Proposal package, the State reserves the right to confirm and clarify information detailed in the completed reference questionnaires, and may consider clarification responses in the evaluation of references.

Proposal Page # (Proposer complete s)	Item Ref.	Section B— General Qualifications & Experience Items
		<ul style="list-style-type: none"> ▪ The State is under <u>no</u> obligation to clarify any reference information.

5. Delete RFP section 1.4.2.1. in its entirety and insert the following in its place (any sentence or paragraph comprised by revised or new text is highlighted in yellow):

- 1.4.2.1. Potential proposers must direct communications relating to this RFP to the following person designated as the RFP Coordinator.

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